

MINUTES
of the
Executive Committee of the
Capital Area Regional Planning Commission

March 7, 2016

CCB Room 321, 210 Martin Luther King Jr. Blvd., Madison WI

4:30 p.m.

Commissioners Attending: Mark Geller (arrived at 4:38pm), Kris Hampton, Peter McKeever, Larry Palm

Commissioners Absent: Ken Golden

Staff Attending: Linda Firestone, Mike Rupiper, Steve Steinhoff

Public Attending: Jon Becker (C.R.A.N.E.S.)

1. Roll Call

Chair Palm called the meeting to order at 4:30pm. Quorum was established.

2. **Approval of Minutes of the February 11, 2016 Executive Committee Meeting (*actionable item*)**

Mr. Hampton moved to approve the minutes of the February 11, 2016, Executive Committee Meeting; Mr. McKeever seconded. Motion passed unanimously on a voice vote.

3. Public Comment on Matters not for Public Hearing

Jon Becker stated he hadn't received a response back about C.R.A.N.E.S.' letter dated January 13. He urged Commissioners to (1) support a "super-green" scenario as one of the scenarios for A Greater Madison Vision; and (2) tie into the Greater Madison Vision effort the first county-wide all-sector climate action plan in the state. Commissioners indicated that they had not received the letter.

4. Discussion of 2016 CARPC Retreat - Next Steps

Chair Palm stated that he would like to create a vision statement for CARPC in 2016 and discussion ensued about CARPC's role and tools that CARPC uses. Commissioners felt that the retreat's facilitator was well prepared.

5. Discussion of Feedback from Budget and Personnel Panel Members to Proposed Revisions to CARPC Bylaws

Discussion ensued regarding the contents of the letter by Carlos Pabellón dated March 3, 2016. Commissioners also discussed the resolutions attached to the executive order, the Dane County Towns Association meeting, and the reasoning behind Version B of the revised CARPC bylaws.

6. Review and Discussion of Draft Work Plan and Budget Schedule for Remainder of 2016

Mr. Steinhoff gave an overview of why the schedule was created and what its purpose is and then reviewed the individual line items. Chair Palm suggested that a column for budget and a column for work plan be added for a total of three columns. Mr. McKeever suggested the inclusion of the April 1st dates that the County Executive proposed and not reference the BPP but reference sharing this information with the appointing authorities. Chair Palm said that one of his goals was to totally revamp the 2017 work plan based upon mission vision, and goals and objectives.

7. Update on Personnel Manual

Ms. Firestone explained that work on the personnel manual had been temporarily delayed as she prepared for the 2015 audit. Discussion ensued about the different roles in reviewing the personnel manual. Members believed that the Executive Committee should be the entity to review the revisions to the manual.

8. Discussion on Recording of Minutes

This discussion was referred until the next meeting.

9. **Authorization of Deputy Director to Execute Consulting Agreement with Brian Stewart for Professional Services to Design, Develop and Implement a New CARPC Website (*actionable item*)**

Mr. Steinhoff said the agreement was not complete yet. The funding was transferred from the graphic artist line item to Communications in the budget with the intent of using the funding for the revision of the CARPC website. The amount of the contract should be approx. \$9,600. Mr. Hampton moved to authorize the contract not to exceed \$10,000 with consent of the Chair; Mr. Geller seconded. The motion passed unanimously on a voice vote.

10. **Approval of March 2016 Disbursements and Treasurer's Reports for February 2016 (*actionable item*)**

Mr. Hampton moved to approve the March 2016 disbursements and the Treasurer's Report for February 2016; Mr. Geller seconded. The motion passed unanimously on a voice vote.

11. Future Agenda Items (Next scheduled meeting is April 11, 2016.)

Chair Palm and Mr. McKeever will not be able to attend the April 11th meeting. Mr. Hampton moved to cancel the April 11th Executive Committee meeting; Mr. Geller seconded. The motion passed unanimously on a voice vote.

12. Adjournment

Mr. Geller moved to adjourn the meeting; Mr. Hampton seconded. The motion passed unanimously on a voice vote. The meeting was adjourned at 5:30pm.

Minutes taken by Linda Firestone

